

**DAFR4740** HOLD FILE DELETED RECORDS**Category:** Financial**Type:** Requestable**Design:** Fixed**Data Source:**  
FAS hold file**Purpose:**

- Presents transactions originating in STARS; then deleted from the hold file.
- Data is sorted by agency, property and component number.

**Totals by:**

- No subtotals.
- No totals.

**Period Options:**Current Month  
(CM)Prior Month  
(PM)Current Year  
(CY)Prior Year  
(PY)

**Note:** Regardless of which period option you request, the information reported will represent records deleted from the implementation of FAS V2 to date.

**Frequency Options:**

One-time

Daily

Weekly

Monthly

Period

Quarterly

Yearly

**Report Generate Date:**

Format: (MMDDYY)

**Note:** FAS has a processing schedule. The generate date must match a processing date for the report to generate.

**DESIGN OPTIONS****REPORT LEVEL – PAGE BREAKS:**

AGENCY SUFFIX

**Not used**

LOCATION / BUDGET UNIT

**Not used**

RESPONSIBLE NAME

**Not used**

CLASS CODE

**Not used****FILTERS – REDUCE THE REPORT SIZE:**Special Selection 1
   
**Not used; leave blank**Special Selection 2
   
**Not used; leave blank**Agency Suffix Range (ASX)
   
**Not used; leave blank**

**STATIC ELEMENTS IN THE REPORT**

- Property number
- Sequence number
- Reference component number
- Current document
- Acquisition / disposition amount
- Component number
- Reference property number
- Description
- Acquisition / disposition date
- Component number

*SEE [DAFR4740](#) FOR AN EXAMPLE OF THIS REPORT*

## Making a report request

To make a report request you may:



ACCOUNTING HELPLINE  
(208) 332-8827

E-MAIL

[DSAHELPLINE@SCO.STATE.ID.US](mailto:DSAHELPLINE@SCO.STATE.ID.US)

The information required making a report request include:

### Report Request Options

- ⇒ Report number
- ⇒ Reporting period
- ⇒ Request frequency
- ⇒ Report levels
- ⇒ Filters

### Report Distribution Options

Who the report goes to:

- Agency name
- Agency contact
- Special instructions

Where the report will print or be viewed?

How many copies?